

5/14/84

Office of Legislative Liaison
Routing Slip

TO:

	ACTION	INFO
1. D/OLL		✓
3. DD/OLL		
3. Admin Officer		
4. Liaison	✓	
5. Legislation		
6.		
7.		
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SUSPENSE

31 July 84
Date

Action Officer:

C. Briggs

Remarks:

26 July 84
Date

25X1

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ADMINISTRATION

July 24, 1984

OL
LEGISLATIVE LIAISON

84-2686

Mr. Charles A. Biggs
Director
Office of Legislative Liaison
Central Intelligence Agency
Room 7B-24
Washington, D. C. 20505

Dear Mr. Biggs:

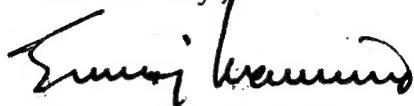
I would like to thank you for agreeing to take the time from your schedule to meet with the congressional interns on Wednesday, August 8, 1984, at 11:00 a.m. in the Coolidge Auditorium, The Library of Congress.

In order to familiarize you with the Congressional Intern Program, I have outlined a few points of interest you may wish to consider in the preparation of your remarks.

- 1) There will be approximately 250 interns attending the program.
- 2) The interns are a bi-partisan group from the House and Senate.
- 3) The format usually consists of a statement on a topic of our guest's choice, followed by questions and answers as time permits.
- 4) Interns are told to expect programs to last between 30 and 45 minutes.

We look forward to having you as our guest. If I can be of further assistance please do not hesitate to contact the Congressional Intern Office at 226-3621.

Sincerely,



Ernest J. Mannino
Director
Congressional Intern Program

EJM:j

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DIRECTOR

ERNEST J. MANNINO

Congress of the United States
CONGRESSIONAL INTERN PROGRAM
Washington, D.C. 20515

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July 24, 1984

Mr. Charles A. Biggs
Director
Office of Legislative Liaison
Central Intelligence Agency
Room 7B-24
Washington, D. C. 20505

Dear Mr. Biggs:

On behalf of the Congressional Intern Program, which is sponsored by the Committee on House Administration and the Senate Committee on Rules and Administration, I would like to invite you to address this year's interns.

Each year, over 4,000 interns from all across the United States will participate in the program. Our objective is to provide an educational program on the important issues of the day, and your participation in the program would be both informative and inspiring to this group of young Americans.

I can be contacted at the Congressional Intern Office, 510 House Office Building, Annex #1, Washington, D. C. 20515, (226-3621) regarding a mutually agreeable date and time.

Thank you for your consideration of this invitation.

Sincerely,

Ernest J. Mannino
Director
Congressional Intern Program

EJM:j